

TITLE

PUBLIC WORKS DIRECTOR

ORGANIZATION

This position is an executive position within the City Government, appointed by the Mayor with the advice and consent of the City Council.

DUTIES

Provide administrative and operational direction to the supervisory personnel of the Public Works Department. Specifically, the Street Foreman, the Water Distribution and Sewage Collection Foreman, the Wastewater Treatment Plant Foreman, and the Code Enforcement Officer. Perform other duties as assigned by the Mayor.

DESCRIPTION

Incumbent shall:

- (A) Exercise administrative guidance and authority over subordinate supervisory and staff personnel.
- (B) Prepare and administer budgets as necessary for the efficient and effective operation of the department.
- (C) Act for the City, as authorized by the Mayor, in dealing with the State, the Federal Government, etc. in matters relating to Public Works activities and responsibilities.
- (D) Provide technical and operational oversight over all Public Works functions.
- (E) Provide technical advice as relates to Public Works matters to any and all entities of the City as requested.
- (F) Provide written and/or verbal communication as required to the citizens of Murphysboro relative to Public Works matters.
- (G) Provide recommendations as to methods and frequencies for City building and facilities maintenance.

QUALIFICATIONS

Technical:

Incumbent shall have had experience and/or be registered as an architect, engineer in one of the construction fields, building inspector, construction superintendent or similar related experience. Incumbent shall have average or better verbal and written skills with the English language.

Physical:

Incumbent must be in good health and able to climb ladders, crawl in close spaces, drive a vehicle, and lift objects up to fifty (50) pounds. Incumbent will be exposed to extremes of weather, noxious fumes, insects, rodents, reptiles, pollen, mold, dust, and animal dander.

ESSENTIAL FUNCTIONS

Technical:

As listed under Technical Qualifications.

Physical:

As listed under Physical Qualifications.